

Checklist for RFP Completeness

This checklist is provided to assist the Vendor in assuring the completeness of the proposal prior to submission to the AOC. *This document is for reference only* and does not need to be included in the Vendor's proposal.

ITEM (RFP Section)	Description	Included?
10.1	Title Page	<input type="checkbox"/>
10.2	Letter of Transmittal	<input type="checkbox"/>
10.3	Table of Contents	<input type="checkbox"/>
10.4	Executive Summary	<input type="checkbox"/>
10.5	Scope of Services	<input type="checkbox"/>
10.6	Company /Team Background and Resource Capabilities	<input type="checkbox"/>
10.7	Content Management System Experience	<input type="checkbox"/>
10.8	Implementation Methodology	<input type="checkbox"/>
10.9	Large-Scale Content Migration Experience	<input type="checkbox"/>
10.10, Attachment 5	Statement of Work	<input type="checkbox"/>
10.11	Draft Project Plan	<input type="checkbox"/>
10.12	Personnel	<input type="checkbox"/>
10.13	Offshoring	<input type="checkbox"/>
10.14	Resource Allocation	<input type="checkbox"/>
10.15	Customer References (Using Attachment 7, Customer Reference Form)	<input type="checkbox"/>
10.16	Cost Proposal	<input type="checkbox"/>
10.17	Exceptions to the RFP	<input type="checkbox"/>
10.14.2, Attachment 3	Vendor's Acceptance of the RFP's Minimum Contract Terms	<input type="checkbox"/>
10.14.2, Attachment 2	Vendor's markup of Attachment 2, Minimum Terms and Conditions	<input type="checkbox"/>
Attachment 4	Payee Data Record Form	<input type="checkbox"/>
Attachment 8	Vendor Certification Form	<input type="checkbox"/>
Attachment 9	DVBE Form	<input type="checkbox"/>